



REQUEST FOR QUOTATION

RFQ No. 2024-10-0991 NP-LOV
 Date: October 10, 2024

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email # : _____
 Company TIN : _____
 PhilGEPS Reg. No. : _____

Sir/Madam:

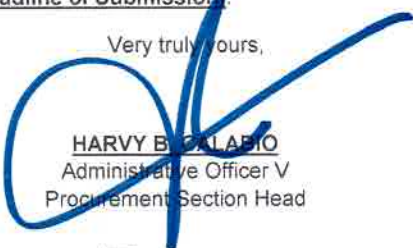
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The Certificate of Platinum Membership may be submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: ccrvictorio@dswd.gov.ph not later than **5:00 PM on October 17, 2024 (Thursday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: [RFQ Number], [Deadline of Submission].

Very truly yours,



HARVY B. DALABIO
 Administrative Officer V
 Procurement Section Head

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: December 2-6, 2024
- Place of Delivery: Coron or Puerto Princesa City
- Terms of Payment: within 30 days upon final inspection and acceptance
 Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
 Account Name: _____ Account Number : _____
 Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register "


 CATHERINE CATHY R. VICTORIO

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Contact Number: 09984746898

 Signature Over Printed Name
 (Supplier)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office MiMaRoPa Region
 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

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MOP: NP-LOV

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 Company TIN : _____
 PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
1	127	pax	Board and Lodging for 4 days (4 night and 5 days)			
	110 guaranteed	apx	Program Implementation and Operational Planning Workshop for Central, Regional and SWADT offices staff			
			Venue: Coron or Puerto Princesa City, Palawan			
			Date: December 2-6, 2024			
			Check in: December 2, 2024 / 2:00 PM			
			Check out: December 6, 2024 / 12:00 PM			
			Room Sharing: Airconditioned room, double/triple sharing with individual bed per pax and free toiletries, VIP room (if applicable)			
			Number of Pax: 127 Maximum			
			Guaranteed number of pax: 110 guaranteed.			
			<u>If the total number of the participants exceeds the guaranteed participants, the agency will be billed for the actual number but not more than the maximum no. of participants</u>			
			Meal schedule			
			Dec 2: Lunch, PM snack, Dinner			
			Dec 2-5- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			Dec 6- Breakfast, AM snack, Lunch			
			Type & Time of serving: Buffet Meals			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 2:00 PM			
			Dinner - 6:00 PM			
			Menu selection:			
			Breakfast/Luch and Dinner (rice, fresh fruits, water, juice, hot soup, 1 vegetable, 2 viands fish and meat (Service Provider to provide menu meals)			
			AM and PM Snacks (Pasta/ Bread, Juice, Water, Hot soup merienda)			
			Page 1 of 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Million Eight Hundred Twenty-Eight Thousand Eight Hundred Pesos Only			
			(Php 1,828,800.00) ✓			

PURPOSE: Program Implementation and Operational Planning Workshop for Regional and SWADT offices staff

PR No.: 2024-10-0991 NP-LOV

VAT
 Non-VAT

 (Signature over Printed name)
 Supplier

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.



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			Inclusions:			
			Schedule of Use of Function Room			
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL FROM December 2-5, 2024; 8:00 AM - 7:00 PM December 6, 2024; 8:00 AM - 2:00 PM			
			✓ Lunch on the 1st day and end with lunch on the last day.			
			✓ Free use of Airconditioned Conference Room (can accommodate the total no. of pax and more and free from noise which is detrimental to the event)			
			✓ Free flowing coffee and drinking water			
			✓ No obstructing pillars in the conference room			
			✓ Availability of electric outlets and free use of extension cords			
			✓ With audio system and at least 4 microphones			
			✓ Free use of projector and whiteboards			
			✓ With free strong wifi connections Free use of parking space			
			✓ Facilities must be PWD and Senior Citizen Friendly			
			✓ Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			✓ Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters.			
			✓ Free Complimentary Room for the Secretariat			
			✓ Free use of facilities and amenities (if applicable)			
			✓ With available hotel mini bus/vehicle (if applicable)			
			NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar like			
			Page 2 of 2			
			nothing follows			
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